

SUPERVISING CORRECTIONAL COOK,
DEPARTMENT OF CORRECTIONS (DOC)
Final Filing Date: Continuous



OPEN

AN EQUAL
EMPLOYMENT
OPPORTUNITY
EMPLOYER

The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

EXAMINATION BASE

DEPARTMENTAL FOR:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

HOW TO APPLY

Submit Examination Application (Std. Form 678) and Qualifications Assessment

By mail to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

or **In person at:**
Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 101N
(916) 322-2545

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, to the same street address as listed above.

Qualifications Assessments for Supervising Correctional Cook, DOC are available from the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Food/index.html or in person at the street address listed above.

NOTE: Only applications with an original signature will be accepted.

APPLICATION
DEADLINE/
REQUIREMENTS

Applications will be accepted on a continuous basis and applicants will be tested as needed.

All applicants must meet the minimum qualifications for this examination at the time he/she files his/her application.

TEST DATE

Candidates must complete and return the Supervising Correctional Cook, DOC Qualifications Assessment along with his/her Examination Application (Std. Form 678). Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

SALARY RANGE(S)

As of: August 24, 2017

\$3,998 - \$5,003

BENEFITS

- Generous paid vacation/sick leave or annual leave
- Eleven (11) paid days (holidays, personal holiday, and professional development days)
- Health, Dental, and Vision Care Plans
- California Public Employees' Safety Retirement Plan
- Deferred Compensation Plans (401K and 457 plans)
- Flex-Elect (Medical & Dental and Dependent Care)
- Long-Term Care Program
- Home Loan Program (CalPERS)

MINIMUM
QUALIFICATIONS

Equivalent to completion of the eighth grade. and

Either I

One year in the California state civil service performing the duties of a Correctional Supervising Cook (Correctional Facility).

Or II

Two years of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising, planning, and scheduling the preparation, cooking, and serving of three meals a day for at least 300 persons per meal.

Government Code 3513 (g)
"Supervisory employee" means any individual, regardless of the job description or title, having authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in connection with the foregoing, the exercise of this authority is not of a merely routine or clerical nature, but requires the use of independent judgment. Employees whose duties are substantially similar to those of their subordinates shall not be considered to be supervisory employees.

MINIMUM
QUALIFICATIONS
(CONTINUED)

NOTE: Applications will be evaluated based on each candidate's experience and education compared to the class specification. It is especially important that each candidate take special care to accurately complete their application (e.g., list all experience relevant to the "Minimum Qualifications" shown on this announcement, include to and from dates employed, separate each position held, and explain in detail your work experience).

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.

Assignments include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in large quantities.

2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.

3. Food handling sanitation.

4. Food values as well as nutritional and economical substitutions within food groups.

5. Food accounting.

6. Use of purchase orders for food and equipment.

7. Methods of cutting and preparing meat.

8. Training methods.

9. Principles of effective supervision.

10. Laws and rules governing supervision of inmates, including disciplinary actions, inmate appeals, and work incentive programs.

11. The Department's Equal Employment Opportunity Program objectives.

12. A supervisor's role in the Equal Employment Opportunity Program, and the processes available to meet equal employment objectives.
- B. Ability to:
1. Plan palatable and adequate menus.

2. Plan, organize, and direct the work of others.

3. Adjust rations to changing needs.

4. Keep inventories and make requisitions.

5. Use of appropriate equipment.

6. Judge food quality.

7. Prepare and cook all food groups.

8. Determine food quantities necessary for groups of varying size.

9. Direct the preparation of special diets (both medical and religious).

10. Plan food production to schedule.

11. Communicate effectively at a level required for successful job performance.

12. Plan and conduct in-service training programs.

13. Analyze situations accurately and adopt an effective course of action.

14. Keep records and prepare reports.

15. Effectively contribute to the Department's Equal Employment Opportunity objectives.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Supervising Correctional Cook, DOC is available on the CDCR website at:
http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR.

Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

A **Supervising Correctional Cook, DOC**, is a first level supervisor who plans, organizes, supervises, and assists with the preparation, cooking, and serving of food to inmates and employees; supervises the maintenance of food service equipment, supplies, and work areas; directs, trains, supervises and evaluates the work of inmates and employees and takes or recommends appropriate action; may have responsibility for one of the central kitchens in a multi-facility; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; maintains security of working areas and work materials; inspects premises for contraband, such as weapons or illegal drugs and performs other related work.

Position(s) exist Statewide in CDCR.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS' PREFERENCE/ CAREER CREDITS

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at CDCR, California Department of Human Resources (CalHR), and Employment Development Department offices. To create a CalCareer account and obtain an application, visit www.jobs.ca.gov. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by CalHR as managerial.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS